

Department of Mental Health and Addiction Services  
Connecticut Mental Health Center  
**JOB OPPORTUNITY**  
**Head Nurse CM104913 PART –TIME**  
**Acute Inpatient Division, 4th and 5th Floors**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** State Employees

**Location:** Connecticut Mental Health Center, 34 Park Street, New Haven CT 06519

**Program/Unit:** Acute Inpatient Division, 4th & 5th Floors      **Salary:** \$30.49 per hour

**Shift/Schedule/Hours:** 3<sup>rd</sup> Shift / 28 hours weekly with (4) four hours built in Straight Overtime.

**Week 1:** Friday, Tuesday, Wednesday, Thursday; **Week 2:** Saturday, Sunday, Tuesday, Thursday 11:30 PM to 8:00 AM

**Posting Date:** August 2, 2013

**Closing Date:** August 8, 2013

**Duties may include but not limited to:** The Head Nurse may admit patients and completes comprehensive Initial Nursing Assessment, for patients with acute psychiatric and addictive problems, within 8 hours of admission, and throughout hospitalization by utilizing their psychiatric, substance abuse, nursing, and medical knowledge; Assesses, identifies and maintains safety of patients who are at imminent risk to self or others including: Risk to Fall, AWOL Risk, potential or actual substance withdrawal, and medical instability; Describes nursing care needs/problems, in behavioral terms, related to DSM IV diagnoses using data collected through the nursing assessment and evaluation processes; individualized nursing care plan in collaboration with the patient, family, significant others, and the multidisciplinary treatment team; Supervises staff in the development of individualized care plans; Administers all medications in accordance with CMHC Standards of Practice and Nursing Policies and Procedures; regarding safe employment of restraints and seclusion. Conducts and teaches patient debriefing following the use of seclusion and/or restraints in accordance with the Guidelines for Patient Debriefing. May be assigned to charge position supervising Nurses and LPN, participate in inpatient audit charts ensure environmental safety rounds are completed. Provides "Handoff" report to on coming shift. Ensures that nursing care meets JC and Medicare standards and Patient safety goals are implemented. Ensures that all patient assignments are completed and other related duties.

**General Experience and Training:** Two (2) years experience as a Registered Professional Nurse

**Special Experience and Training:** One (1) year of the General Experience must have been working with the type of patients and/or clients serviced by the agency.

**Substitution Allowed:** A Bachelor's degree in Nursing may be substituted for one (1) year of the General Experience.

**Special Requirement:** Must possess and retain a current license as a registered professional nurse in Connecticut. Must possess, retain and carry a valid Connecticut Drivers License. Travel in the community is required.

**Eligibility Requirement:** State employees currently holding the above title or those who have previously attained permanent status or candidates who possess the general and special experience and training may apply.

**Note:** Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

**Application Instructions:** **DMHAS employees who are lateral transfer candidates** (example: Nurse applying to a Nurse posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed. **DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12). **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

**PLEASE SEND APPLICATIONS TO:**

**Robert Paolitto, Human Resource Specialist**  
**Connecticut Mental Health Center- Human Resource Department**  
**34 Park Street, New Haven CT 06519**  
**Fax: (203) 974-7637 ; Email: [Robert.Paolitto@ct.gov](mailto:Robert.Paolitto@ct.gov)**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply. P-1